

STATE PROCUREMENT OFFICE

SPO Price List No. 97-28 (All Islands)
Replaces SPO Price List No. 96-41

LETTERHEAD, ENVELOPES, AND BUSINESS CARDS

January 1, 1997 to December 31, 1997

PURCHASE ORDERS for Imprinted Letterhead, Envelopes, and Business Cards shall be sent to:

Department of Public Safety
Hawaii Correctional Industries
Customer Service
99-902 Moanalua Road
Aiea, Hawaii 96701

Telephone No.: 486-4883, ext. 580 or 581
Fax No.: 486-6171
Vendor Code: 61377-01

UNIT PRICES include delivery to destination and all other costs. Because of the unstable paper market, unit prices are subject to change. The State Excise Tax is not applicable; do not include taxes on purchase order.

THE FOLLOWING INFORMATION shall be included on the purchase order:

1. SPO Price List No. 97-28
2. Name, telephone number, and fax number of requisitioner.
3. Delivery or mailing address.
4. Item no., description, quantity, unit price, total price
5. Printing information or an actual sample of items(s) ordered. Orders including actual sample(s) will be processed faster.

Incomplete purchase orders may be returned to sender. Agencies are advised that Correctional Industries has designed an order form you may also use to place an order and which may expedite the processing of your order.

MINIMUM ORDER requirements shall be as follows:

1. Letterhead & Envelopes: 5 reams of Letterhead **OR** 5 boxes of Envelopes **OR** a combination of reams and boxes totaling 5.
2. Business Cards: 500 cards.
3. A handling fee of \$10.00 will be assessed for orders less than the minimum.

PROOFS of new and repeat orders with changes for customer approval will be faxed. Proof OK/approval is the customer's responsibility (NO EXCEPTIONS). If an error is found after the proof is approved by the customer and the job is completed, the customer will be charged for the redo.

DELIVERY: Approximately 15 working days.

EXCEPTION TO THE PRICE LIST. If Correctional Industries is unable to fill an order, exception from this price list may be granted by the Chief Procurement Officer. The agency shall request approval on *SPO Form 5, "Request for Authorization to Purchase Outside of the Price List"*.

QUESTIONS relating to this price list may be directed to the Correctional Industries staff at the above-listed number.

ROBERT J. GOVERNS, CPPB
Procurement Officer

GROUP I: LETTERHEAD

Composition of letterhead may include any of the following:

1. Standard lettering in black ink. Add \$25.00 for each additional color other than black, and wash-up \$25.00 for each color.
2. State seal
3. Governor's name
4. Name(s) of Director and/or Deputy. In lieu of the foregoing, name(s) of other officials. *State of Hawaii* followed by name of department, division, address and/or P.O. Box number, zip code, telephone number and fax number.
5. Cable address
6. Line(s) for file and/or reference numbers
7. List of divisions or commission members, not to exceed 10 lines. Add \$2.50 for each additional line.
8. Line for *Affirmative Action* and *Equal Opportunity Employer*, centered at page bottom.

Item		Unit Price
<u>No.</u>	<u>Description</u>	<u>Per Ream*</u>

ISLAND OF OAHU

1.	8-1/2 x 11, 20 lb. sub., white, 25% rag content	\$19.00
2.	8-1/2 x 11, 20 lb. sub., white, 100% rag content	26.00
3.	8-1/2 x 5-1/2, 20 lb. sub., white, 25% rag content	14.00
4.	8-1/2 x 11, 20 lb. sub., white with "MEMORANDUM", 25% rag content	19.00

Second Sheet- No Printing

5.	8-1/2 x 11, 20 lb. sub., white, 100% rag content	21.00
6.	8-1/2 x 11, 20 lb. sub., white, 25% rag content	13.00

ISLANDS OF HAWAII, MAUI, KAUAI, LANAI AND MOLOKAI:

7.	8-1/2 x 11, 20 lb. sub., white, 25% rag content	26.00
8.	8-1/2 x 11, 20 lb. sub., white, 100% rag content	34.00
9.	8-1/2 x 5-1/2, 20 lb. sub., white, 25% rag content	21.00
10.	8-1/2 x 11, 20 lb. sub., white with "MEMORANDUM", 25% rag content	26.00

Second Sheet - No Printing

11.	8-1/2 x 11, 20 lb. sub., white, 100% rag content	\$29.00
12.	8-1/2 x 11, 20 lb. sub., white, 25% rag content	21.00

* Ream = 500 sheets

GROUP II: IMPRINTED ENVELOPES

Composition of letterhead may include any of the following:

1. Standard lettering in black ink. Add \$25.00 for each additional PMS color other than black and wash-up \$25.00 for each PMS color.
2. Imprinting shall not exceed five (5) lines. Agencies shall add \$2.50 for each additional line.
3. State seal
4. Department and Division
5. Address and/or P.O. Box number, zip code, telephone number and fax number.

ENVELOPES have regular rounded commercial flaps and are boxed 500/box. Envelope sizes are as follows:

Size 10	9-1/2" x 4-1/8"
Size 6-3/4	6-1/2" x 3-5/8"

Correctional Industries will no longer print .32 stamped envelopes. Agencies may purchase these stamped envelopes from the best available source.

Item		Unit Price
<u>No.</u>	<u>Description</u>	<u>Per Box</u>

ISLAND OF OAHU

13.	Size 10, 24 lb. white wove	\$18.00
14.	Size 10, 24 lb. white wove, window	19.00
15.	Size 6-3/4, 24 lb. white wove	14.00
16.	Size 6-3/4, 24 lb. white wove, window	15.00

ISLANDS OF HAWAII, MAUI, KAUAI, LANAI, AND MOLOKAI:

17.	Size 10, 24 lb. white wove	19.00
18.	Size 10, 24 lb. white wove, window	21.00
19.	Size 6-3/4, 24 lb. white wove	18.00
20.	Size 6-3/4, 24 lb. white wove, window	19.00

GROUP III: BUSINESS CARDS

Standard Prices:

21.	One name, one color (black)	\$40.00/box
22.	One name, two colors (Black and PMS- Pantone Matching System)	55.00/box
23.	One name, one color (other than black)	50.00/box

There are 500 cards in a box. The minimum order shall be 500 cards. Standard pricing includes typesetting.

Miscellaneous Charges:

Front and back printing - add \$19.00 for each 500 cards.

Special stock other than white - add \$10.00.

Add \$10.00 for each additional 500 cards with identical printing.

Postage or shipping charges will be added to all outer island orders.